



# **Rio Arriba County Detention Center**

## **(RACDC) POLICY AND PROCEDURE MANUAL**

### **001: STAFF CONDUCT/CODE OF ETHICS**

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Staff members shall conduct themselves both on and off duty in such a manner as to not bring discredit upon themselves, their positions, or the department.

#### **Procedure:**

1. The Rio Arriba County Detention Facility adopts the American Correctional Association Code of Ethics as it is incorporated in this policy and procedures manual.
2. As Rio Arriba County employees, all staff is subject to the County Policy. Personnel are also subject to our department standard operating procedures.
3. The nature of incarceration is such that the following conduct is strictly prohibited.
  - a. Trading or trafficking with, or improperly aiding and abetting inmates. No gifts are to be given or accepted at any time between employees and inmates or their families or friends. No employee shall bring in or take out anything on behalf of an inmate. This includes messages, either oral or written. All inmate mail must be cleared through the Shift Supervisor or Administration.
  - b. Fraternizing with incarcerated Inmates.
  - c. Use of excessive force on inmates except and only in self-defense, to prevent escapes, to prevent injury to another person or to prevent damage to County property, to quell a disturbance, or when an inmate displays physical resistance to a lawful order. Once a situation is under control, all use of force is prohibited. Positional Asphyxia (hog-tying) is prohibited. Anytime use of force is used, proper documentation needs to be submitted.
  - d. While off duty, staff shall not hold themselves out as representing the department without authority from Administration.

#### **Employees:**

- a. Shall obey all criminal laws of the United States of America, the State of New Mexico, and Rio Arriba County. A conviction for the violation of any criminal law shall be grounds for termination.
- b. Shall report for duty at the time and place required by assignment and shall be physically and mentally fit to perform all duties. Training is considered the same



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as duty assignment. Also responding to judicial subpoenas is considered duty assignments.

- c. Shall not engage in any activity or personal business which may cause them to neglect or be inattentive to duty.
- d. Shall not fake illness or otherwise attempt to deceive any official of the Department of the county as to the condition of their health.
- e. Shall notify their supervisor before leaving their duty station for any reason, including illness or injury.
- f. Shall promptly obey all lawful orders from Supervisors.
- g. Shall not solicit or accept, either for themselves, family members or others, gifts, gratuities, or compensation for services performed in the line of duty.
- h. Shall not use their official position for personal or financial gain or for obtaining privileges not otherwise available to them or for avoiding consequences of illegal acts. Personnel shall not authorize the use of their name, photograph, or official title in connection with advertisement of any product or person.
- i. Shall not recommend the employment or the procurement of any product or professional service such as an attorney, ambulance service, bonding company, towing service, etc.
- j. Shall not publicly criticize or ridicule the department, its policies or personnel in a manner which is defamatory, obscene, unlawful, or undermines the effectiveness of the department, or interferes with the maintenance of discipline or is made with reckless disregard for the truth.
- k. Shall not interfere with criminal or administrative investigations.
- l. Shall neither attempt to influence nor secure the withdrawal or abandonment of a complaint or charges.
- m. Shall not alter or otherwise make false statements on any report or document which has been filled out in the course of duty. This refers to incident reports, logs, leave requests, vouchers, compensatory time claimed, affidavits, etc. All reports shall be completed and turned in by the end of shift.



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- n. Shall use department equipment only for its intended purpose and shall not abuse, damage, or lose department equipment. Department equipment will not be borrowed for personal use unless authorized by administration.
- o. Shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the department.
- p. Shall cooperate fully in any internal investigation and shall be afforded all rights and protections provided by law, this manual, and County policies.
- q. Shall keep himself/herself physically fit, mentally alert, and personally neat and clean.
- r. Shall perform all duties fairly and impartially and conduct themselves as to command the respect of the inmates and fellow employees.
- s. Shall not report for duty under the influence of narcotic drugs or alcohol. Any employee exhibiting any indication of intoxication shall be ordered to submit to drug testing. Refusal to undergo drug testing shall be grounds for termination.
- t. Shall not use telephone for personal business.
- u. Shall report to administration anytime that relatives and close friends are incarcerated at the Rio Arriba County Detention Center.
- v. Shall not sleep on duty.
- w. Shall not leave his assigned post without permission or authorized relief.
- x. Shall not contact a judge, probation officer, or anyone else pertaining to an inmate without the permission from the administrator. Employees shall not make any recommendation or statement pertaining to resident's case; this pertains to trying to influence the court.
- y. Shall not divulge any confidential information received from inmates, other law enforcement agencies, and other staff. This is to include planned raids, road-blocks, and shake-downs.
- z. Shall not bring in briefcases or bags unless inspected by Supervisors or administration.



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- aa. Shall not allow visitors to visit beyond the entrance lobby.
- bb. Shall not allow anyone to tour the detention facility without the approval of the detention administrator.
- 4. Employees arrested for any criminal or serious traffic violation must submit a report to the administrator detailing the circumstances of the incident.
- 5. Employees must notify the secretary within 72 hours of phone number change.
- 6. When a supervisor submits a report on a staff member which may lead to disciplinary action, the staff member will also submit a report to explain his/her version of the incident.
- 7. CONDUCT UNBECOMING OF AN OFFICER is that which brings the department into disrepute or impairs the operation or efficiency of the department.
- 8. All uniforms shall fit properly, be neat, clean and pressed. Leather, plastic, or metal articles shall be clean and in presentable order. Uniforms shall only be worn during on-duty hours and travel to and from duty.
- 9. Purchasing alcoholic beverages while wearing any part of the uniform that identifies you as a detention officer is prohibited. At no time shall employees consume alcoholic beverages while dressed in uniform. Employees shall not use intoxicating beverages to the extent that it hinders them from reporting to their next tour of duty.
- 10. Grooming standards:

#### Male employees

- a. Hair
  - aa. Must be clean, neat, trimmed and present a groomed appearance.
  - bb. Shall not fall below the eyebrows or in any way impair the officer's vision.
  - cc. Shall not extend past the top of the shirt collar.



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- b. Sideburns, mustaches, and beards.
  - aa. Sideburns shall be neatly trimmed and not extend below the lowest part of the ear. They must be cut level with a horizontal line.
  - bb. Mustaches shall be neatly trimmed.
  - cc. Goatees shall be neatly trimmed.

#### Female employees

##### Hair and Ornaments

- aa. Hair must be neat, clean, and present a groomed appearance. Length will not be excessive.
- bb. No ribbons or ornaments shall be worn in the hair.
- cc. Hair shall not fall below the eyebrows or in any way impair the officer's vision.

#### In General

- a. Loose or dangling jewelry is a potential safety risk for officers and shall not be worn outside the uniform.
- b. Officers may wear jewelry only if it is in good taste and not a safety risk.
- c. Officers may wear only stud earrings. (females only)
- d. Pony tails, pigtails, and braids may be worn but only in such a manner as to not present a risk.

11. Employees shall be courteous to the public and other employees. They shall use tact and be able to control their temper. They shall not engage in arguments with inmates or other staff members.

12. Weapons not specifically authorized by administration are prohibited on the premises. This includes firearms, mace, knives, brass knuckles, lead gloves, etc.



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13. Profane, boisterous, or racially derogatory language, even when used in a joking manner is considered inappropriate. Employees violating this policy are subject to disciplinary action.
14. Title VII of the Civil Rights Act of 1964 requires a working environment free of racial and ethnic jokes, insults and intimidation. The Rio Arriba County Detention Center hereby prohibits its employees from using slurs or any physical or verbal abuse toward any person because of that person's race, color, creed, religion, sex, ancestry, age, handicap, or veteran status. The foregoing is considered misconduct and will not be condoned nor tolerated. Employees engaging in such behavior will be subject to disciplinary actions to include termination.

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Larry H. DeYapp  
Detention Administrator

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Thomas Campos  
County Manager

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Barney Trujillo  
County Commissioner